

Arlington Cultural Council Agenda, Monday, February 13, 2017
Town Hall Annex 1st Floor Conference Room, 7:30-9 pm

The meeting was called to order at 7:35pm.

In Attendance: Taylor, Lisbet, Timperi, Jeff, Harding, Kimberley, Harris, Dave, Kepka, Asia

Absent: Marroig, Gaby

On Leave: Buehler-Probst, Brigitte

Resigned: Richmond, Lauren

1) Approval of January 2017 minutes

Dave motioned to accept, Asia seconded, unanimous vote to accept

2) Chair Report – Lisbet

A. Town Hall Lyons Room not an option for April 3rd event due to \$200 custodial fee. See discussion under Grantee Reception.

B. Report on MAPC project: March 1 Public Event (Lisbet & Jeff)

Lisbet attended a planning meeting hosted by MAPC

(<http://www.mapc.org/arlingtonculturalplanning>) and shared details of their upcoming event:

1. Light dinner will be provided
2. They will share results of the survey
3. There will be 7 stations exploring different ideas
4. All town groups related to arts will be there
5. Boston nonprofit consultant TDC has been selected by DPCD to assess current agencies in town.

C. ACAC meeting Lisbet attended their meeting on February 2, 2017

3) Treasurer's Report – Jeff

A. Reimbursement Updates: last year's grant for Robbins Library only used \$906.63, missing backup for \$230 of this, so may have between \$593.37 and \$823.37 for Fiscal 2018.

B. ACA needs to send back up for expenses

C. Dallin Museum: needs new liaison and follow-up on expenses. Jeff will take this on and reach out to Lauren to get info.

D. Tap and Blues need new liaison (Jeff Boudreau was their liaison)

E. ACC expenses: Discussion and vote on proposed expenditures for remainder of year

1. Administrative budget is ~\$615, Town Day usually costs \$200.
2. Grantee Reception: below are suggested costs. Actual costs TBD.
3. Food: \$150

4. Entertainment: \$150
5. Venue?

F. **Grantee Application Guidance:** to develop additional guidelines for 2018 applicants: discussion tabled until next meeting.

4) **Grantee Reception Planning:** (Kimberley, with Jeff & David)

A. Brainstorming re new venue

1. Possible venues: ACA (Jeff will contact), Senior Center (Asia will contact), Work Bar (Kimberley will contact), Masonic Temple (Dave will ask)
2. Ask about AV and live music

B. **Assignment of duties**

1. Lisbet to ask previous Chairs why we choose the date we have
2. Kimberley to make template letter for requesting donations.
3. David will solicit the following businesses for donations of paper goods and refreshments:
 - Stop & Shop
 - Whole Foods
 - Trader Joe's
 - Arlington Food Link

5) Kimberley will design an **Evite** (with RSVP included) which David will send via MailChimp.

6) Kimberley will **update email list** with all 2017 grant applicants.

7) **Run of Show**

We propose that each ACC liaison introduce their grantee(s) and each grantee will be asked to give a brief (2 minute) synopsis of their project. If a grantee is unable to attend, the liaison could do this. We will also ask grantees to bring promo materials as available. This would increase involvement of grantees/liaisons at the reception and could foster future collaboration/awareness.

A. Solicit attendees to join the ACC

B. Ask ACAC/MAPC/Town Planning Dept to provide a brief overview of their cultural planning efforts

8) **Recording Secretary's Report** – Lauren has resigned.

A. Lauren was liaison to Powers Music School, Nayda Cuevas, and Arlington Children's Theatre. These grantees were reassigned to Asia, Lisbet and Gaby, respectively. [See 2017 Grantees google spreadsheet for updates.] Kimberley will remind them to contact their new grantees.

9) **Corresponding and Cycle Secretary's Report** – Kimberley

The [2017 Grantees](#) google sheet is the most up-to-date document for grantee status. Liaisons should update the sheet whenever they are informed of new information by grantees.

10) **Publicity Officer's Report** -- Dave

A. Facebook: David can now access and update

B. **Mailchimp**: Emails from this will indicate they are sent from the official ACC email address. David will upload the email list to Mailchimp once it has been updated. The layout looks more like a webpage, there are lots of templates, which Dave will use with our logo. He will send us test email.

C. **Wordpress**: we agreed it is no longer needed. David will try to find a way to save all the documents from it.

11) **New Business**: Tabled until next month

A. Discuss activity ideas from Somerville Arts Council

B. Discuss possibility of holding a mini-summit of 4 LCCs (with MCC help?):
Arlington, Somerville, Medford, Cambridge

C. It was suggested that we share a booth with ACAC for Town Day.

The meeting was adjourned at 8:55pm.